United States Department of State

FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Change Transmittal: PER-745
Date: September 19, 2014

3 FAM 4830
ANNUAL AWARDS

1. **Summary of Changes**
   - Total revision to 3 FAM 4830 (see Crosswalk below); and
   - Five new annual awards added to subchapter.

2. **Crosswalk**:

Old Location	Old Title	New Location	New Title
3 FAM 4831.1	Luther I. Replogle Award for Management Improvement	3 FAM 4831.6	
3 FAM 4831.1-1	Description	3 FAM 4831.6-1	
3 FAM 4831.1-2	Eligibility	3 FAM 4831.6-2	
3 FAM 4831.1-3	Criteria	3 FAM 4831.6-3	
3 FAM 4831.1-4	Nominating and Approval Procedures	3 FAM 4831.6-4	
3 FAM 4831.2	Herbert Salman Award for Excellence in International Economic Performance	3 FAM 4831.8	
3 FAM 4831.2-1	Description	3 FAM 4831.8-1	

3 FAM 4831.2-2	Eligibility	3 FAM 4831.8-2	
3 FAM 4831.2-3	Criteria	3 FAM 4831.8-3	
3 FAM 4831 2-4	Nominating and Approval Procedures	3 FAM 4831.8-4	
3 FAM 4831.3	Award for Excellence in Labor Diplomacy	Deleted	
3 FAM 4831.3-1	Description	Deleted	
3 FAM 4831.3-2	Eligibility	Deleted	
3 FAM 4831.3-3	Criteria	Deleted	
3 FAM 4831.1-4	Nominating and Approval Procedures	Deleted	
3 FAM 4837	Cordell Hull Award for Economic Achievement by Senior Officers	3 FAM 4831.3	
3 FAM4837.1	Description	3 FAM 4831.3-1	
3 FAM 4837.2	Eligibility	3 FAM 4831.3-2	
3 FAM 4837.3	Criteria	3 FAM 4831.3-3	
3 FAM 4837.4	Nominating and Approval Procedures	3 FAM4831.3-4	
3 FAM 4835	Frank E. Loy Award for Environmental Diplomacy	3 FAM 4831.5	
3 FAM 4835.1	Description	3 FAM 4831.5-1	

3 FAM 4835.2	Eligibility	3 FAM 4831.5-2	
3 FAM 4835.3	Criteria	3 FAM 4831.5-3	
3 FAM 4835.4	Nominating and Approval Procedures	3 FAM 4831.5-4	
3 FAM 4832	Awards Available to Foreign Service and Civil Service Employees of the Department	Deleted	Deleted
3 FAM 4834	Mary A. Ryan Award for Outstanding Public Service	3 FAM 4831.7	
3 FAM 4834.1	Description	3 FAM 4831.7-1	
3 FAM 4834.2	Eligibility	3 FAM 4831.7-2	
3 FAM 4834.3	Criteria	3 FAM 4831.7-3	
3 FAM 4834.4	Nominating and Approval Procedures	3 FAM 4831.7-4	
3 FAM 4836	Rockwell Anthony Schnabel Award for Advancing U.S.-EU Relations	3 FAM 4831.9	
3 FAM 4836.1	Description	3 FAM 4831.9-1	
3 FAM 4836.2	Eligibility	3 FAM 4831.9-2	
3 FAM 4836.3	Criteria	3 FAM 4831.9-3	
3 FAM 4836.4	Nominating and Approval	3 FAM 4831.9-4	

	Procedures		
3 FAM 4832.11	James A. Baker III – C. Howard Wilkins, Jr Award for Outstanding Deputy Chief of Mission	3 FAM 4832.2	
3 FAM 4832.11-1	Description	3 FAM 4832.2-1	
3 FAM 4832.11-2	Eligibility	3 FAM 4832.2-2	
3 FAM 4831.11-3	Criteria	3 FAM 4832.2-3	
3 FAM 4831.11-4	Nominating and Approval Procedures	3 FAM 4832.2-4	
3 FAM 4832.8	Diplomatic Security Employee of the Year	3 FAM 4832.3	Robert C. Bannerman Diplomatic Security Employee of the Year Award
3 FAM 4832.8-1	Description	3 FAM 4832.3-1	
3 FAM 4832.8-2	Eligibility	3 FAM 4832.3-2	
3 FAM 4832.8-3	Criteria	3 FAM 4832.3-3	
3 FAM 4832.8-4	Nominating and Approval Procedures	3 FAM 4832.3-4	
3 FAM 4832.13	Warren Christopher Award for Outstanding Achievement in Global Affairs	3 FAM 4832.5	Warren Christopher Award for Outstanding Achievement in Civilian Security

3 FAM 4832.13-1	Description	3 FAM 4832.5-1	
3 FAM 4832.13-2	Eligibility	3 FAM 4832.5-2	
3 FAM 4832.13-2	Criteria	3 FAM 4832.5-3	
3 FAM 4832.13-4	Nominating and Approval Procedures	3 FAM 4832.5-4	
3 FAM 4832.2	Secretary and Office Management Specialist of the Year Awards	3 FAM 4832.6	Civil Service Secretary and Office Management Specialist of the Year Awards
3 FAM 4832.2-1	Description	3 FAM 4832.6-1	
3 FAM 4832.2-2	Eligibility	3 FAM 4832.6-2	
3 FAM 4832.2-3	Criteria	3 FAM 4832.6-3	
3 FAM 4832.2-4	Nominating and Approval Procedures	3 FAM 4832.6-4	
3 FAM 4832.10	Charles E. Cobb Jr. Award for Initiative and Success in Trade Development	3 FAM 4832.7	
3 FAM 4832.10-1	Description	3 FAM 4832.7-1	
3 FAM 4832.10-2	Eligibility	3 FAM 4832.7-2	
3 FAM 4832.10-3	Criteria	3 FAM 4832.7-3	
3 FAM 4832.10-4	Nominating and Approval Procedures	3 FAM 4832.7-4	
3 FAM 4832.1	Director	3 FAM 4832.9	

	General's Award for Impact and Originality in Reporting		
3 FAM 4832.1-1	Description	3 FAM 4832.9-1	
3 FAM 4832.1-2	Eligibility	3 FAM 4832.9-2	
3 FAM 4832.1-3	Criteria	3 FAM 4832.9-3	
3 FAM 4832.1-4	Nominating and Approval Procedures	3 FAM 4832.9-4	
3 FAM 4832.9	James Clement Dunn Award for Excellence	3 FAM4832.10	
3 FAM 4832.9-1	Description	3 FAM 4832.10-1	
3 FAM 4832.9-2	Eligibility	3 FAM 4832.10-2	
3 FAM 4832.9-3	Criteria	3 FAM 4832.10-3	
3 FAM 4832.9-4	Nominating and Approval Procedures	3 FAM 4832.10-4	
3 FAM 4832.6	Equal Employment Opportunity Award	3 FAM 4832.11	
3 FAM 4832.6-1	Description	3 FAM 4832.11-1	
3 FAM 4832.6-2	Eligibility	3 FAM 4832.11-2	
3 FAM 4832.6-3	Criteria	3 FAM 4832.11-3	
3 FAM 4832.6-4	Nominating and Approval Procedures	3 FAM 4832.11-4	
3 FAM 4833	Foreign Service National (FSN)	3 FAM 4832.13	Foreign Service National of

	of the Year Award		the Year Award
3 FAM 4833.1	Description	3 FAM 4832.13-1	
3 FAM 4833.2	Eligibility	3 FAM 4832.13-2	
3 FAM 4833.3	Criteria	3 FAM 4832.13-3	
3 FAM 4833.4	Nominating and Approval Procedures	3 FAM 4832.13-4	
3 FAM 4832.12	Robert C. Frasure Memorial Award	3 FAM 4832.14	
3 FAM 4832.12-1	Description	3 FAM 4832.14-1	
3 FAM 4832.12-2	Eligibility	3 FAM 4832.14-2	
3 FAM 4832.12-3	Criteria	3 FAM 4832.14-3	
3 FAM 4832.12-4	Nominating and Approval Procedures	3 FAM 4832.14-4	
3 FAM 4832.4	Leamon R. Hunt Award for Management Excellence	3 FAM 4832.15	
3 FAM 4832.4-1	Description	3 FAM 4832.15-1	
3 FAM 4832.4-2	Eligibility	3 FAM 4832.15-2	
3 FAM 4832.4-3	Criteria	3 FAM 4832.15-3	
3 FAM 4832.4-4	Nominating and Approval Procedures	3 FAM 4832.15-4	
3 FAM 4832.15	Linguist of the Year Award	3 FAM 4832.16	
3 FAM 4832.15-1	Description	3 FAM 4832.16-1	

3 FAM 4832.15-2	Eligibility	3 FAM 4832.16-2	
3 FAM 4832.15-3	Criteria	3 FAM 4832.16-3	
3 FAM 4832.15-4	Nominating and Approval Procedures	3 FAM 4832.16-4	
3 FAM 4832.3	Thomas Morrison Information Management Award	3 FAM 4832.17	
3 FAM 4832.3-1	Description	3 FAM 4832.17-1	
3 FAM 4832.3-2	Eligibility	3 FAM 4832.17-2	
3 FAM 4832.3-3	Criteria	3 FAM 4832.17-3	
3 FAM 4832.3-4	Nominating and Approval Procedures	3 FAM 4832.17-4	
3 FAM 4832.14	Edward R. Murrow Award for Excellence in Public Diplomacy	3 FAM 4832.18	
3 FAM 4832.14-1	Description	3 FAM 4832.18-1	
3 FAM 4832.14-2	Eligibility	3 FAM 4832.18-2	
3 FAM 4832.14-3	Criteria	3 FAM 4832.18-3	
3 FAM 4832.14-4	Nominating and Approval Procedures	3 FAM 4832.18-4	
3 FAM 4832.7	Arnold L. Raphel Memorial Award	3 FAM 4832.19	
3 FAM 4832.7-1	Description	3 FAM 4832.19-1	
3 FAM 4832.7-2	Eligibility	3 FAM 4832.19-2	

3 FAM 4832.7-3	Criteria	3 FAM 4832.19-3	
3 FAM 4832.7-4	Nominating and Approval Procedures	3 FAM 4832.19-4	
3 FAM 4832.5	Barbara M. Watson Award for Consular Excellence	3 FAM 4832.23	
3 FAM 4832.5-1	Description	3 FAM 4832.23-1	
3 FAM 4832.5-2	Eligibility	3 FAM 4832.23-2	
3 FAM 4832.5-3	Criteria	3 FAM 4832.23-3	
3 FAM 4832.5-4	Nominating and Approval Procedures	3 FAM 4832.23-4	
3 FAM 4832.16	Innovation in the Use of Technology Award	3 FAM 4832.21	Sean Smith Innovation in the Use of Technology Award
3 FAM 4832.16-1	Description	3 FAM 4832.21-1	
3 FAM 4832.16-2	Eligibility	3 FAM 4832.21-2	
3 FAM 4832.16-3	Criteria	3 FAM 4832.21-3	
3 FAM 4832.16-4	Nominating and Approval Procedures	3 FAM 4832.21-4	

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
5. **HR/PE** is responsible for the material in this subchapter; direct questions

concerning content substance and interpretation to this office. For administrative questions on the Foreign Affairs Manual and Handbooks, contact The Office of Directives Management (A/GIS/DIR).

Filing Instructions (Paper Copies)

1. Remove and discard the old 3 FAM 4830 (CT:PER-528; 04-13-2005) and insert the new 3 FAM 4830 (CT:PER-745; 09-19-2014).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for the appropriate CT and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version are on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.